

## Important Information Regarding the Personal Information Summary Page


To view your Personal Information you will need to log into your Employee Self Service Account. This step-by-step guide will help you navigate to view your Personal Information.

The screenshot shows the login page for the Vermont Department of Human Resources. The header includes the Vermont logo and the text "Department of Human Resources Agency of Administration". Below the header is a navigation bar with links: "Vermont.gov", "Career Center", "Employees", and "Managers / HR Staff". The main content area is titled "Employee Self Service Sign-in". It includes a breadcrumb trail: "you are at: Home > Employee Self Service > Employee Self Service Sign-in". The login form has three fields: "User ID:" with a text box, "Password:" with a text box, and a "Sign In" button. Red arrows point from instructional text boxes to each of these elements. The text boxes contain: "Type in your Employee ID", "Type your password here", and "Click the Sign In button". Below the "Sign In" button is a link: "I Forgot My Password".

When you click the Sign In button you will be taken to the main page within your Employee Self Service Account. Click on the left-hand menu for Employee Self Service and then Employee Home to display the screen below.

The screenshot shows the Oracle Employee Home page. The header includes the Oracle logo and navigation links: "Home", "Add to Favorites", and "Sign out". A "Help" link is in the top right. On the left is a "Menu" sidebar with a tree structure: "My Favorites", "Employee Self Service" (expanded), "Personal Information", "Payroll and Compensation", "Recruiting Activities", "Employee Home" (selected), "Change My Password", and "My System Profile". The main content area is titled "Employee Home" and lists three links with icons: "Personal Information Home" (with a red arrow pointing to it from a text box), "Payroll and Compensation Home", and "Recruiting Activities Home". Each link has a brief description of its function.

When you click the link Personal Information Home you will be taken to the Personal Information Home page



[Home](#) | [Add to Favorites](#)

Menu

My Favorites

Employee Self Service

Change My Password

My System Profile

## Personal Information Home



**Personal Information Summary**  
Review and edit your name, address, phone numbers, email, and emergency contact information on one page.  
[Personal Information Summary](#)

Go To: [Employee Home](#)

Click the link **Personal Information Summary**

Click the blue Personal Information Summary link to see your Personal Information

Personal Information

Your name will be displaved here

Name

Your name will be displayed here

Addresses

Address Type

Status

As Of

Country

Address

Your Home Address will be displayed here

You Mailing Address will be displayed here

Phone Numbers

Phone Type

Phone Number

Home

Main

Emergency Contacts

Name

Relationship to Employee

Email Addresses

Email Type

Email Address

Marital Status

Marital Status:

Place holder for future use

As of:

Ethnic Groups

Description

Primary

Place holder for future use

☒

Employee Information

Gender:

Gender will be displayed

Date of Birth:

Date of Birth will be displayed

Birth Country:

Birth State:

Smoker Status:

Place holder for future use

Date Entitled to Medicare:

Place holder for future use

Military Status:

Place holder for future use

Original Hire Date:

Original Hire Date displayed here

Highest Education Level:

Place holder for future use

Contact the Human Resources department if any of your Employee Information is incorrect.

Go to:

[Employee Home](#)

[Personal Information Home](#)

Currently the following fields are maintained on the Personal Information Summary page.

**Name**

**Home Address**

**Date of Birth**

**Original Hire Date**

If your name, home address or your date of birth need to be updated please notify the Department of Finance and Management Payroll Division in writing of the changes that need to be made.

The Payroll Division can be reached by calling (802) 828-2314 or by sending email to [vision-payroll@state.vt.us](mailto:vision-payroll@state.vt.us)

If you believe your Original Hire Date is incorrect please contact your Human Resources Administrator. The Original Hire Date is not related to your Leave Accrual Rates.

If you are unsure of whom to contact, click the link below to see a listing of HR Administrators

[http://www.humanresources.vermont.gov/about/state\\_hr\\_staff](http://www.humanresources.vermont.gov/about/state_hr_staff)

Other information that is displayed on the page such as Mailing Address, Phone Numbers, Emergency Contact information, Email Address information, etc. are place holders for future use.